

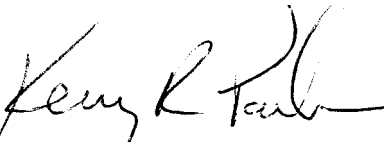
Department of the Army  
First Region (ROTC)  
United States Army Cadet Command  
Fort Bragg, NC 28307-5000

FRMOI 635-99  
7 May 1999

Personnel Separation  
RETIREMENT CERTIFICATES

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FOR THE COMMANDER:

  
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COL, AD  
Chief of Staff

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PROPOSER: The proposer of this publication is Personnel and Administration Division, Headquarters, First Region (ROTC), US Army Cadet Command. Comments should be sent directly to Headquarters, First Region (ROTC), US Army Cadet Command, ATTN: ATOA-PA, Fort Bragg, North Carolina 28307-5000.

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1. Purpose. This MOI establishes policy pertaining to retirement certificates for military and civilian personnel of this region.

2. Applicability. This MOI is applicable to all personnel assigned to First Region (ROTC).

3. References.

a. AR 635-5

b. FPM 830-1

4. General. Military personnel and civilian employees retiring from federal service and spouses of retiring military personnel are entitled to recognition certificates for their service.

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a. DD Form 363A - Certificate of Retirement, military personnel.

b. DD Form 2542 - Presidential Certificate for retiring military and civilian personnel.

c. DA Form 4250 - Certificate of Retirement, civilian personnel.

d. DA Form 4251 - Certificate of Appreciation for retiring civilian personnel.

e. First Region Certificate of Appreciation for retiring military and civilian personnel.

f. DA Form 3891/3891-1 - Spouse Certificate of Appreciation, retiring military personnel.

## 5. Policy.

a. Retirement certificates will be completed by Administrative Services Branch, Headquarters, First Region (ROTC), and forwarded to the unit of assignment of the retiring individual at least two weeks prior to the retirement ceremony.

b. Commanders and staff officers will ensure that the procedures contained in this directive are followed in order to ensure presentation of the certificates prior to the departure.

## 6. Responsibilities/Procedures.

a. Military Personnel Branch, P&A Division, Headquarters, First Region (ROTC), will immediately upon receipt of retirement orders provide a copy of the orders to Administrative Services Branch, P&A Division, Headquarters, First Region (ROTC).

b. Civilian Personnel Coordinator will provide the name and date of retirement of civilian personnel to Administrative Services Branch, P&A Division, Headquarters, First Region (ROTC), immediately upon receipt.

c. Organization of assignment of the retiring individual will provide the name and date of retirement ceremony to Administrative Services Branch, P&A Division, Headquarters, First Region (ROTC). A copy of the retirement order with the name of the retiring soldier's spouse will be provided for military personnel.

d. Administrative Services Branch, P&A Division,  
Headquarters, First Region (ROTC).

(1) Prepares appropriate certificates and forwards them to the unit of assignment of the retiring individual at least two weeks prior to the desired presentation date.

(2) Maintains a roster of retiring personnel indicating the following information.

(a) Rank and name of retiring individual.

(b) Unit of assignment.

(c) Date certificates were forwarded to unit of assignment.

#### 7. Retirement Award.

a. Military award for retiring soldiers will be prepared in accordance with the guidance contained in FRMOI 600-8-22.

b. Awards for civilian employees and spouses of retiring military personnel will be prepared in accordance with the guidance contained in FRMOI 672-20.

#### 8. Retirement Ceremonies.

a. Retirement ceremonies will normally be held at the unit of assignment of the individual.

b. At ROTC battalions, cadre and cadets should participate in the ceremony.

c. Organization of assignment of the retiring individual will contact Administrative Services Branch, P&A Division, Headquarters, First Region (ROTC), if the retirement certificates have NOT been received at least two weeks prior to the desired presentation date.